Using Financial Disclosure Management (FDM) 278 for Senior Legal Counsel (SLCs)

These slides: https://www.fdm.army.mil/PM_Reference_Docs/UsingFDM278.ppt

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March 2012

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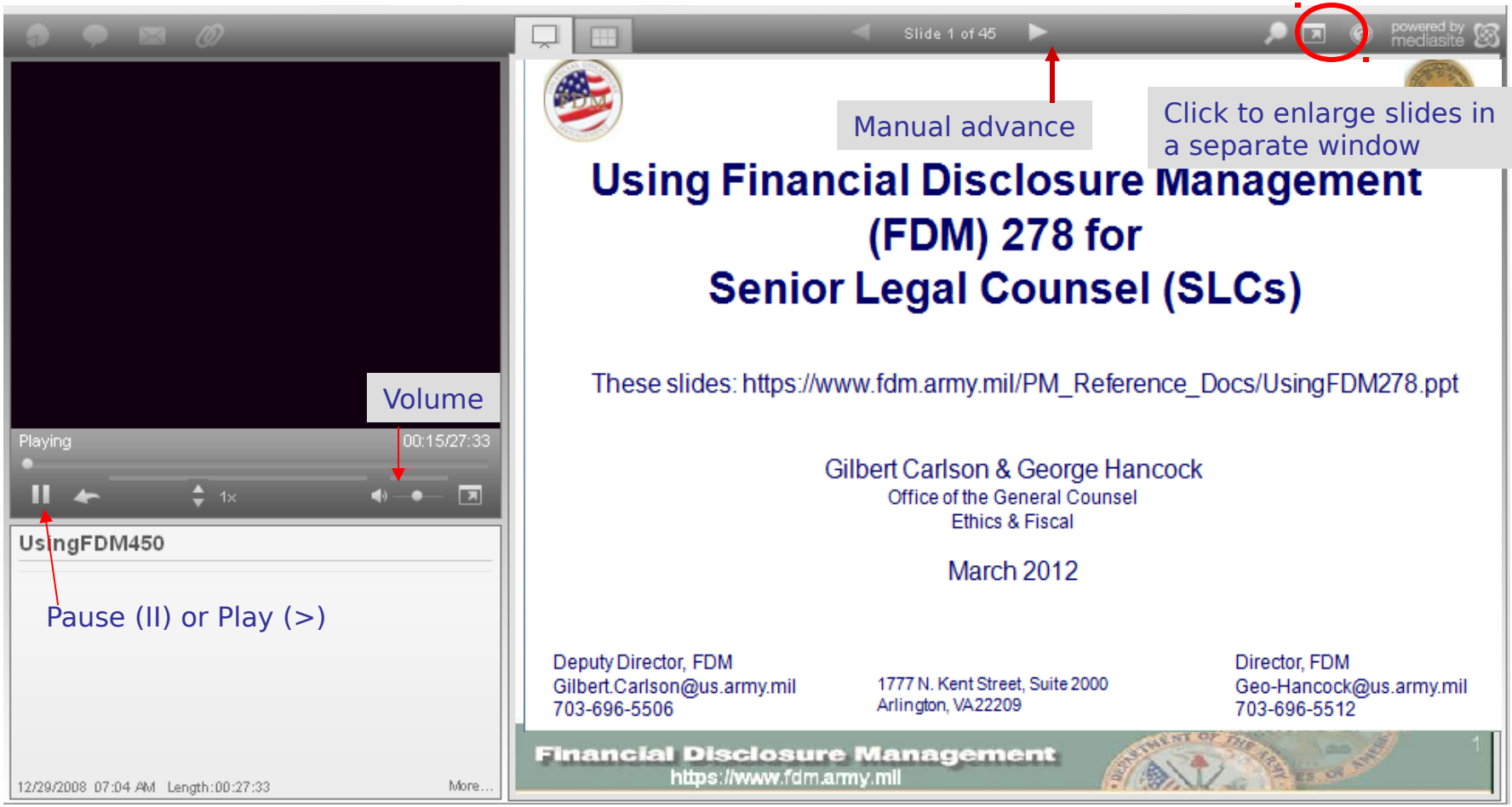
Online Presentation Controls

The presentation will open once the link is clicked and it will self-run. Turn speakers on to hear narration.



Topics

- FDM 278 Fundamentals
- Pre-Filing Season Checklist
- Key Tasks for Success
- Overseeing FDM 450
- FDM Web Site & Resources

Software tool to help do job better, easier, faster-- streamline the financial disclosure reporting, review, & storage process.

Simple goal—replace paper-based process with an efficient, accurate, & more secure one.

Getting Started

- Take the short, narrated FDM web site tour: https://www.fdm.army.mil/PM_Reference_Docs/GCFDMIntro/GCIntro.html
- Read the SLC Quick Start https://www.fdm.army.mil/PM_Reference_Docs/SLCQuickStart.doc
- Read the pre-annual filing season checklist, https://www.fdm.army.mil/PM_Reference_Docs/Checklist-Pre2012FilingSeasonSLCs.doc
- Scan the FDM Resources area: https://www.fdm.army.mil/helpSupport/resources.htm
  - FDM 278 SOP (has a checklist for reviewing a 278)
  - FDM 278 User Guide
  - FDM 278 Examples
- Read the SLC Frequent Tasks How to Guide, https://www.fdm.army.mil/PM_Reference_Docs/SLCFDMTasks.doc

Financial Disclosure Report (FDR) Process

- Administration
  - Identify Filers
  - Notify Filers, Supervisors
  - Collect reports (e.g., OGE 278, OGE 450)
  - Due dates, deadlines, extensions
  - Records
- Report Reviews
  - Remind Supervisors
  - Ethics official Technical review – OGE's 60-day rule
  - Report reconciliation review
  - Conflict of interest analysis
  - Certification/signature

FDM is . . .

- Army OGC-led, controlled, Office of Government Ethics (OGE) approved, secure, web-based TurboTax(R)-like software application that improves the financial disclosure report preparation and filing process:
  - Guides Filer through questions about reportable financial information
  - Validates Filer's data
  - Flags missing and incorrect information
  - Starts each report with prior report information – "prepopulation"
  - Reduces common errors
  - Increases data accuracy
  - Report "*Compare*" for reviewers (when Filer has 2 or more reports in FDM)
- Paperless report and online review with eSignature using Commor

Software tool . . .

Benefits

OGE recognized – Award for Excellence & Innovation (2011);
Best eFiling (2011); an OGE Agency Model Practice (2009)

Efficient Report wizard leads users through the report form filling and review process. FDM's paperless workflow eliminates the physical hand-offs between filers and reviewers. Second time filers "prepopulate" reports from earlier ones. Reviewers have a report "Compare" for repeat filers (2 reports in FDM).

Accurate Incorporates Office of Government Ethics (OGE) business rules ensuring accurate and consistent reports.

Secure Only a filer and his/her review chain can see the report. All personal information is protected through the use of security features such as SSL 128-bit encryption and user authentication.

Access Convenient access via Internet

. . . assist reviewers get to Conflict of Interest analys

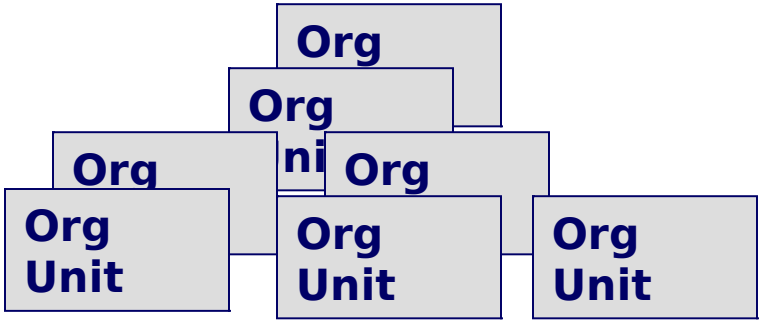
FDM Fundamentals

- Role based – a user has one or more “roles” that determine what that user may do and see in FDM
- OGE 278/OGE 450 “*Process Flow*”
- Structure
  - FDM “connects” filers & reviewers
  - Organizations – FDM uses “org units” to connect filers, reviewer/supervisors, legal community users, & report certifiers

Key FDM 278 User Roles

- Deputy **DAEO**s – "DAEO" & 278 certifying authority
- **SLC** – Senior Legal Counsel (e.g., General Counsel, Staff Judge Advocate) at Command, organization
  - **SLC EC** – Ethics Counselor (e.g., often an additional duty for a member of OSJA)
  - **SLC Assistant** – Assists SLC/SLC EC manage report progress
  - Assigns FDM 450 Certifier (Admin | 450 Certifier tab)
- **Supervisor** – Filer's Supervisor (Joint Ethics Regulation (JER) requires Supervisor review the financial disclosure (except for Termination reports))
- **Filer** – files an FDM 278
  - **Filer Assistant** – optional; may draft Filer's report; cannot eSign for Filer; cannot amend for Filer

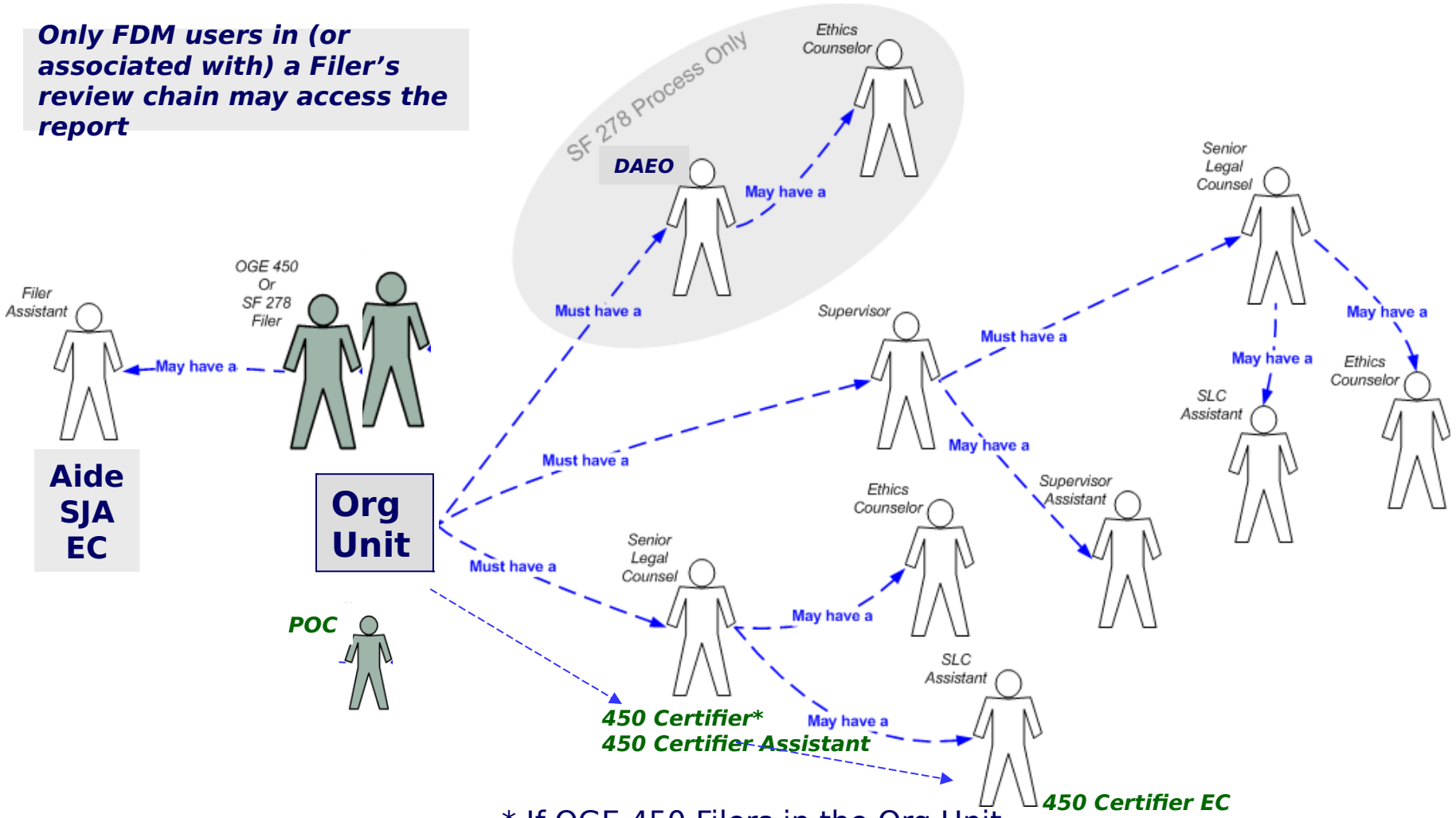
"Org Units"



- Org Unit hierarchically connects:
  - Filer
  - Reviewer/Supervisor
  - Other Reviewer (SLC/Legal Advisor FDM 278)
  - Certifier (450 Certifier; DAEO (278s))
  - Org Unit POC (assists with registering/managing Filers and org units in FDM)

Role & Relationships to Filers' Reports (FDRs) via Org Unit

Only FDM users in (or associated with) a Filer's review chain may access the report



* If OGE 450 Filers in the Org Unit

Navigating FDM

Tabs
Click to display the first page for the tab and any tab menu items

Report Data | Add Asset Page Title

Tab Menu Items
Click to display

Log Out
Click to exit FDM

Report Progress Bar
Use to move to different report section

Instructions
Provide directions on how to enter data

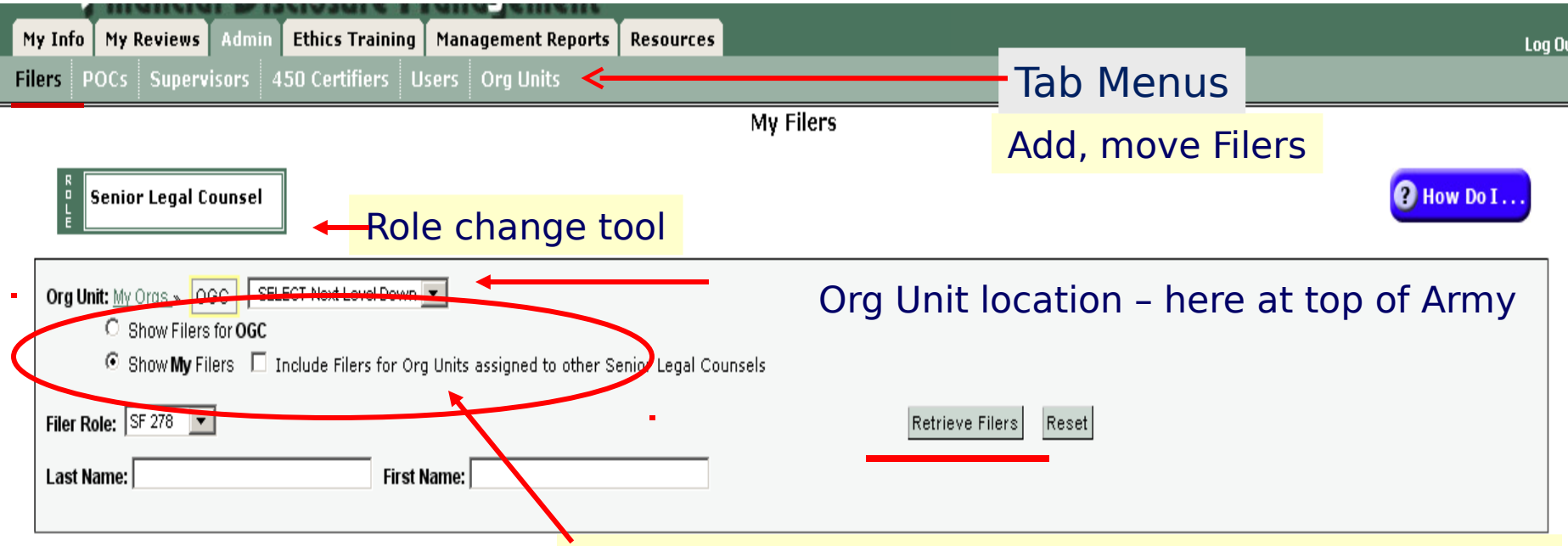
My Reports
My Info
Resources
Log Out
Reports List
Report Data
Attachments
Comments
Flags
Audit Trail
View/Print
Review Status
Draft - Asdg Sec, 2004 Incumbent SF 278 Report
Getting Started
Assets
Other Income
Transactions
Gifts, etc
Liabilities
Agreements
Positions
Wrap Up
Add Asset
Common Questions
What should I enter for the "Asset Name"?
Should I enter a street address for a rental property?
What is an Excepted Investment Fund?
What is an Excepted
Instructions: Enter a name for the asset, for example, the company name for a stock or bond. Optionally, you can choose the owner. Then choose the type of asset, including providing any indicated additional information (e.g., Publicly traded for a Stock, Bond, Option, or Security). Provide the location. Select the appropriate Asset Value. For Assets that also provide income, choose the type(s) of income (more than one is permitted) and select the appropriate Income Amount. If this asset is an underlying asset to another asset, check the appropriate box and select the parent asset.
Reporting Period: Calendar Year 2003.

Common Questions
Click to display

Key Features:
Filers– https://www.fdm.army.mil/documents/QRC_Key_Features_Filers.pdf
Reviewers–
https://www.fdm.army.mil/documents/QRC_Key_Features_Reviewers.pdf

Navigating FDM

Tabs



- Show for particular org unit
- Show "My" where I have this role with the listed filers
- Include . . . Adds those filers in org units w/another in same role I have (subordinate org units)

Key Dates/Events

- *January* –
  - Annual/Incumbent Report "Assigned" automatically for registered Filers in FDM with an OGE 450 or OGE 278 Filer role on 31 Dec
  - FDM 220 extract available; online submission of your input for Annual Army report to OGE (replaces email attachments of MS Word document)
  - 450 Certifiers/POCs Remind OGE 450 Filers to file (**My Reviews | Remind Filers** tab)
- *February* – Annual OGE 450s due NLT 15 Feb (Filer eSign on/before that date; reviews w/in 60 days thereafter)
- *April* – Notify Incumbent OGE 278 Filers to file (**Admin | Filers** tab)
- *May* – Incumbent OGE 278s due NLT 15 May (Filer eSign on/before that date (or obtain an extension); reviews w/in 60 days thereafter)
- *November/December* –
  - Finish unfinished OGE 278s; OGE 450s -- "*Complete*" status NLT 31 Dec

FDM 278 Pre–Filing Season

- Read the updated SLC Quick Start in the FDM Resources area, https://www.fdm.army.mil/helpSupport/resources.htm
- Review the pre-annual filing season checklist, https://www.fdm.army.mil/PM_Reference_Docs/Checklist-Pre2012FilingSeasonSLCs.doc
- Review FDM 278 SOP & Enclosures: https://www.fdm.army.mil/helpSupport/resources.htm (a customizable template for legal offices to adapt to use to electronically file (eFile) and manage the FDM 278, Public Financial Disclosure Report, process using FDM. It offers a review checklist, and other "get ready" type information)
- Early in the year
  - Finish any reviews on your “leftover” 278s (**My Reviews | Review Reports**)
  - Do you see correct Supervisors (**Admin | Supervisors** tab)?
  - **Admin | Filers** (or **My Reviews | Filers**) tab – right 278 Filers?
  - Do Filers have the right “Assigned” 2012 Incumbent (for CY11)?
    - Presumed “Assign” Incumbent SF 278 Report (**My Reviews | Review Reports** tab)
    - Remove any unneeded, not started
  - Need to register/move any 278 Filers/Supervisors? (**Admin | Filers**) tab

278 Filing Season Tasks

- Late April notify Filer to file (FDM Notify email tool available on the **Admin | Filer** tab)
  - — Filer Quick Start (link on FDM home page right side, **Reminders**)
- Assist Filer (as needed)
- Review reports (**My Reviews | Review Reports** – Worklist View) early; Org Unit View mode (after 15 May)
  - SLC Quick Start,

    https://www.fdm.army.mil/documents/SLCQuickStart.doc
  - End Initial Review and/or eSign (SLC EC in place of SLC)
  - Submit to DAEO after Supervisor has eSigned
- May assist 278 Supervisor review – when eSigning, Filer will cause FDM to email Supervisor or SLC role(s)
  - Supervisor review:

    https://www.fdm.army.mil/documents/SupervisorReviewQuickStart.doc

SLC Tasks How to Guide

https://www.fdm.army.mil/PM_Reference_Docs/SLCFDMTasks.doc

Contents

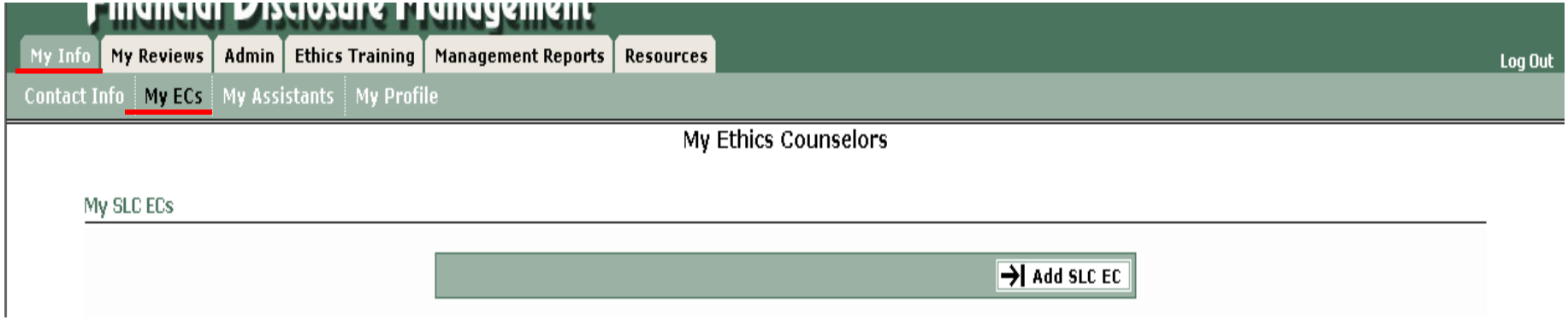
(*Click the hyperlinked topic to see a short summary and a link to a more detailed explanation of the topic with step-by-step instructions*)

Administrative/Maintenance Tasks	**When**
Update my FDM contact info	As needed
Add SLC EC	As needed
See my 278 Filer(s)	As needed
Add a 278 Filer	As needed
Inform/Remind my 278 Filer(s) to eFile	NLT 2 weeks before 278 is due; repeat as needed
Coordinate a Filer Assistant to draft Filer's 278	As needed
Remove a departed Filer	As needed
Edit an existing FDM org unit	As needed
Add new/replace departed users (other than Filer) for an existing FDM org unit	As needed
Report Processing Tasks	
Record an Extension	NLT due date being extended
Review/eSign a 278	As needed, generally within 30 days* after Filer eSigns
Advise Supervisor how to review in FDM	As needed, usually within 30 days after Filer eSigns
Overseeing Report Processing Tasks	
Oversee FDM 450 report processing	As needed, starting mid-March annually
See overdue 450s	As needed, starting mid-March
Assign/change 450 Certifiers	As needed

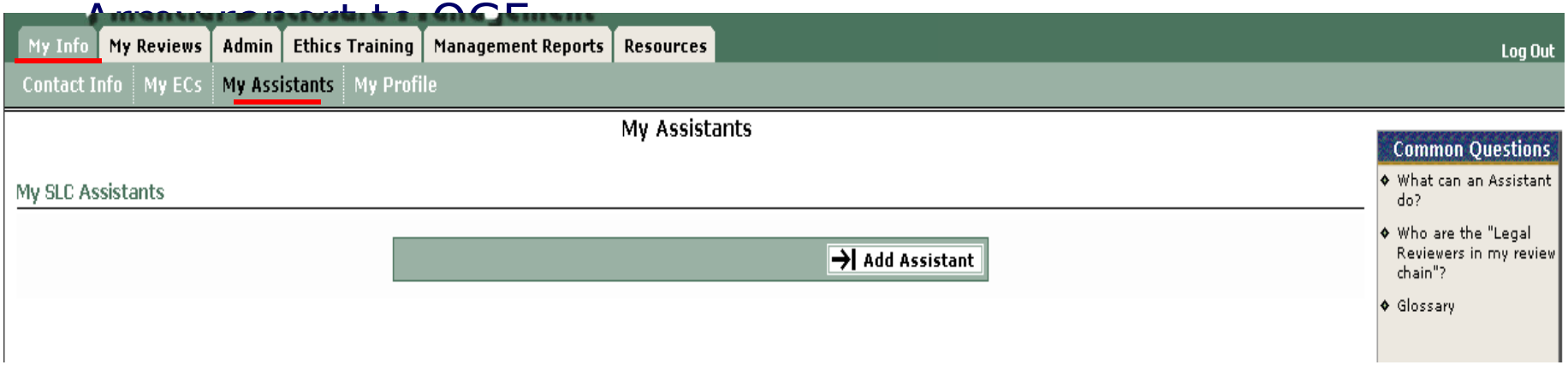
*OGE regulations require final certification within 60 days of report receipt when the reports do not require additional information or remedial action. (See OGE Program Management Advisory PA-11-04, http://www.oge.gov/DisplayTemplates/ModelSub.aspx?id=2147484468.)

My ECs/Assistants

- Add (or remove) SLC Ethics Counselor (EC) (**My Info | My ECs** tab) to assist with FDM 278 review



- Add (or remove) SLC Assistant (**My Info | My ECs** or **My Info | My Assistants** tab) to assist with input for annual

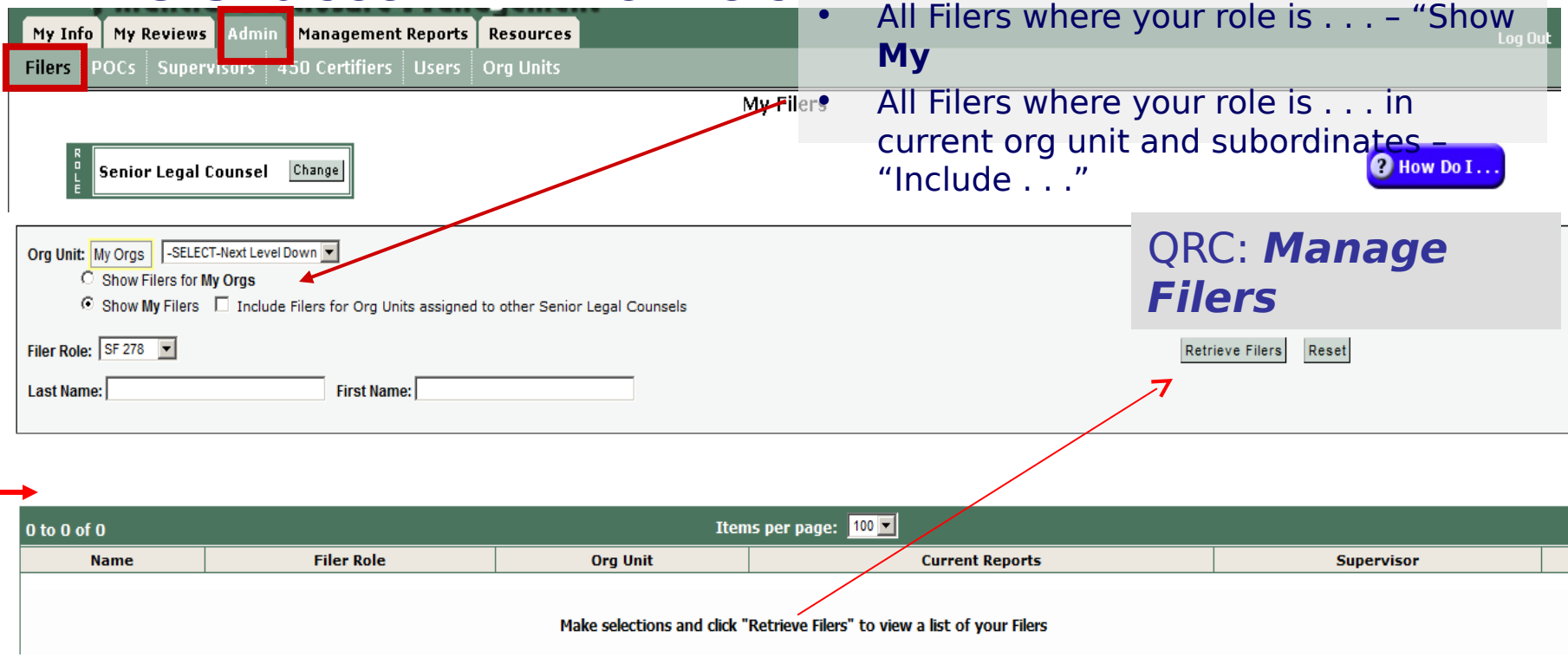


My 278 Filers?

- Login – Check **Admin** | **Filers** to see FDM 278 Filers

Org Unit hierarchical view settings:

- Single unit – "Show for . . ."
- All Filers where your role is . . . – "Show **My**
- All Filers where your role is . . . in current org unit and subordinates – "Include . . ."



QRC: ***Manage Filers***

- Table list of current Filers grouped by Org Unit establishing/ supporting relationship of reviewers w/Filers
- Most Filers will show "2012 Incumbent" as the "Current Reports"

Filers

(Admin | Filers *OR* My Reviews | Filers tabs)

- New Filers:
  - Register/add new Filer(s) to the Org Unit of the Filer's Supervisor
  - Assign the report (likely a New Entrant)
  - Register the Filer-Supervisor user as a Supervisor first to establish the correct SLC then register as a Filer in that Org Unit (FDM will look next level up for the Supervisor on the report)
- Current Filers:
  - Review Filer list (**My Reviews | Filers** or **Admin | Filers** tabs)
    - Remove retired/separated Filer(s)
    - Delete or Move departed to another org unit if PCS'd (move limited to "your" org units based on your role/connection to the org unit(s)) [*as necessary* contact FDM Service Center for move assist]

References/Resources:
- Tutorial – Managing Filers; Managing Org Units
- Quick Reference Cards – Managing Filers; Managing Org Units
- FDM 278 User Guide (updated annually)

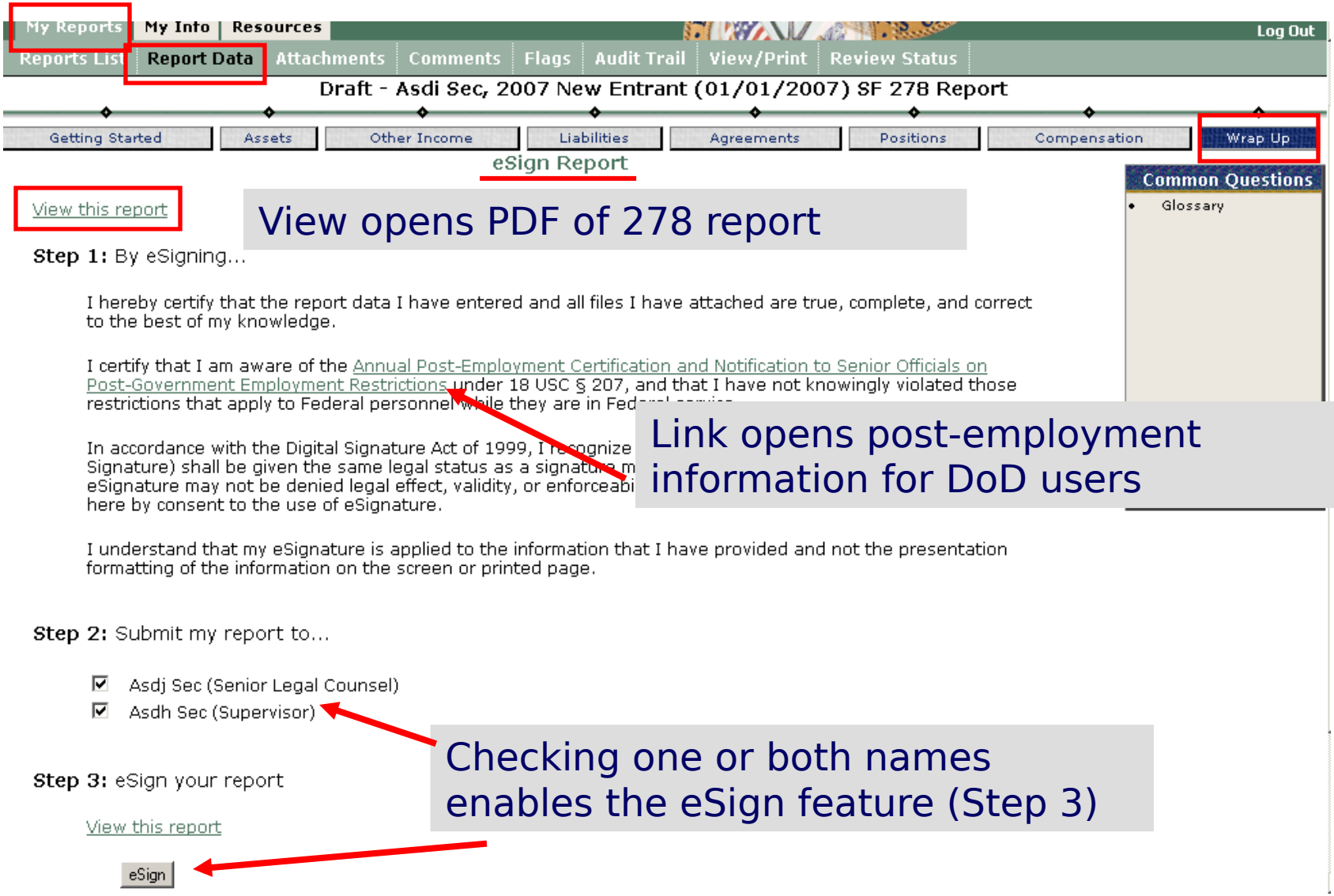
Filer

- Common Access Card (CAC)/PIN access*
- Main work space: My Reports tab; Reports Not Started
- May add Filer Assistant to draft report
- Help available:
  - Filer Quick Start, https://www.fdm.army.mil/documents/278FilerQuickStart.doc
  - Video tutorial/Quick Reference – Filing an OGE 278
  - Legal Advisor for report content
  - FDM Service Center
    - Telephone: (732) 720-6454 or DSN 848-8679 (7:00 a.m. – 5:00 p.m. Eastern M-F (during filing season))
    - Email: usarmy.APG.cecom.mbx.fdmspt@mail.mil (New in 2012)

Mention when you notify Filer to File

*Army Knowledge Online user access available

Filer eSign


My Reports
My Info
Resources
Log Out
Reports List
Report Data
Attachments
Comments
Flags
Audit Trail
View/Print
Review Status
Draft - Asdi Sec, 2007 New Entrant (01/01/2007) SF 278 Report
Getting Started
Assets
Other Income
Liabilities
Agreements
Positions
Compensation
Wrap Up
eSign Report
Common Questions
Glossary
View this report
View opens PDF of 278 report
Step 1: By eSigning...
I hereby certify that the report data I have entered and all files I have attached are true, complete, and correct to the best of my knowledge.
I certify that I am aware of the Annual Post-Employment Certification and Notification to Senior Officials on Post-Government Employment Restrictions under 18 USC § 207, and that I have not knowingly violated those restrictions that apply to Federal personnel while they are in Fed
Link opens post-employment information for DoD users
In accordance with the Digital Signature Act of 1999, I recognize
Signature) shall be given the same legal status as a signature m
eSignature may not be denied legal effect, validity, or enforceabi
here by consent to the use of eSignature.
I understand that my eSignature is applied to the information that I have provided and not the presentation formatting of the information on the screen or printed page.
Step 2: Submit my report to...
Asdj Sec (Senior Legal Counsel)
Asdh Sec (Supervisor)
Checking one or both names enables the eSign feature (Step 3)
Step 3: eSign your report
View this report
eSign

Termination Report Filers

- Due no later than 30 days after retirement/separation to avoid late fee and referral to DoJ
- *May/should* eSign last day before retirement/separation – actual termination date shown in FDM
- Army may access FDM after separation using AKO user name and password (may have to visit AKO to reset "expired" AKO password (https://www.us.army.mil))
- Report status is Termination (could combine Incumbent/Termination – ***if*** extension and filed 16 May – 13 Aug)
- No supervisory review
- Remember Post-Government Employment situation – especially for senior personnel going to work for DoD Contractors
  - Section 847 Opinion Requestor: https://www.fdm.army.mil/PM_Reference_Docs/Intro847/Intro847.html , explains the on line process and helps employees first confirm their request requires special processing
  - Ethics Counselors (ECs): using AGEAR, https://www.fdm.army.mil/PM_Reference_Docs/AGEAREO/EOUsingAGEAR.html , explains how ECs prepare and store their opinions to comply with the Section 847 special handling requirements. Slides for the recorded presentation for ECs: https://www.fdm.army.mil/PM_Reference_Docs/EOUsingAGEAR.ppt

Extensions

- Filers request outside FDM
- Ethics Officials approve outside FDM
- Record in FDM
  - DAEO/SLC (& ECs) roles for 278 extensions
  - 450 Certifier/EC roles for OGE 450 extensions
- Start on **Review Status** screen of Assigned, Not Started or a Draft report
- Info in FDM will be available for SLC input to annual Agency report to OGE

Extensions information (including Combat Zone & National Emergency):
https://www.fdm.army.mil/documents/Extensions.doc
Quick Reference:
https://www.fdm.army.mil/documents/QRC_Managing_Extensions.pdf

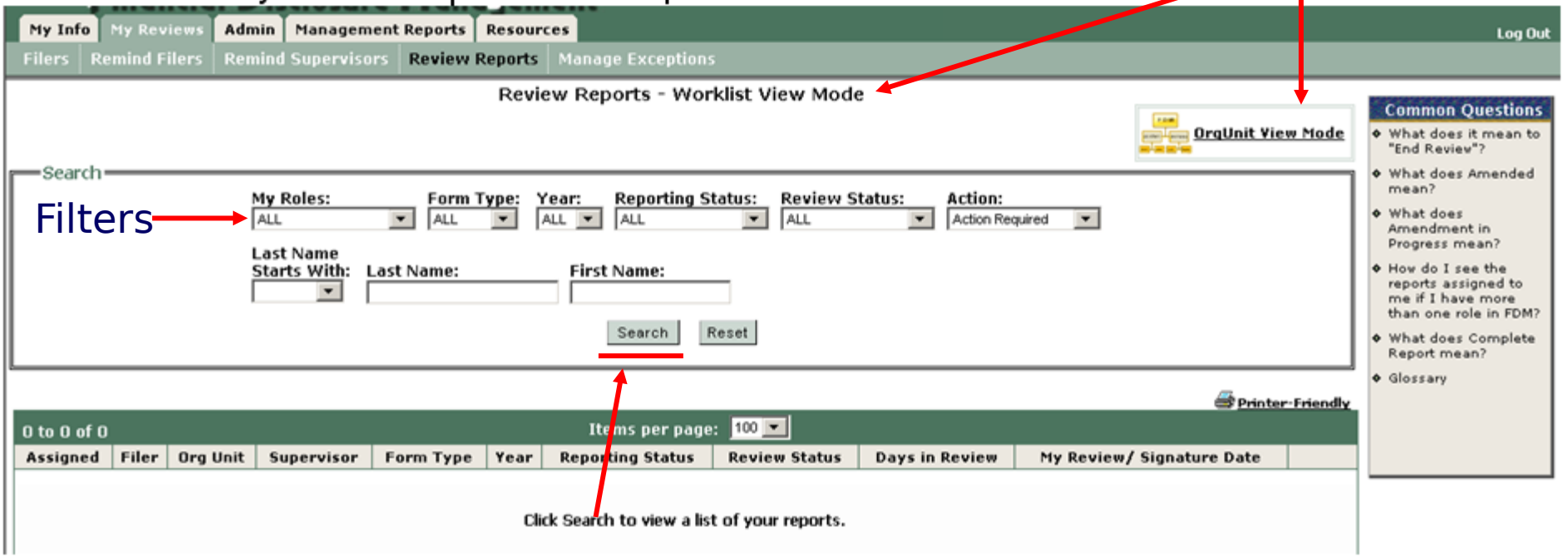
Reviewing FDM 278s

- Visit the FDM Learning Center for:
  - Video: Reviewing an FDM 278
    https://www.fdm.army.mil/learningCenter/tutorials.htm
  - Quick Reference: Reviewing an FDM 278
    https://www.fdm.army.mil/learningCenter/documentation.htm
- OGE 60-day review rule
- Report “Compare” view when Filer has two or more 278s in FDM – *highlights Filer’s changes*
- Check the FDM 278 SOP for a *substantive* review checklist:
  https://www.fdm.army.mil/helpSupport/resources.htm

Pending FDRs

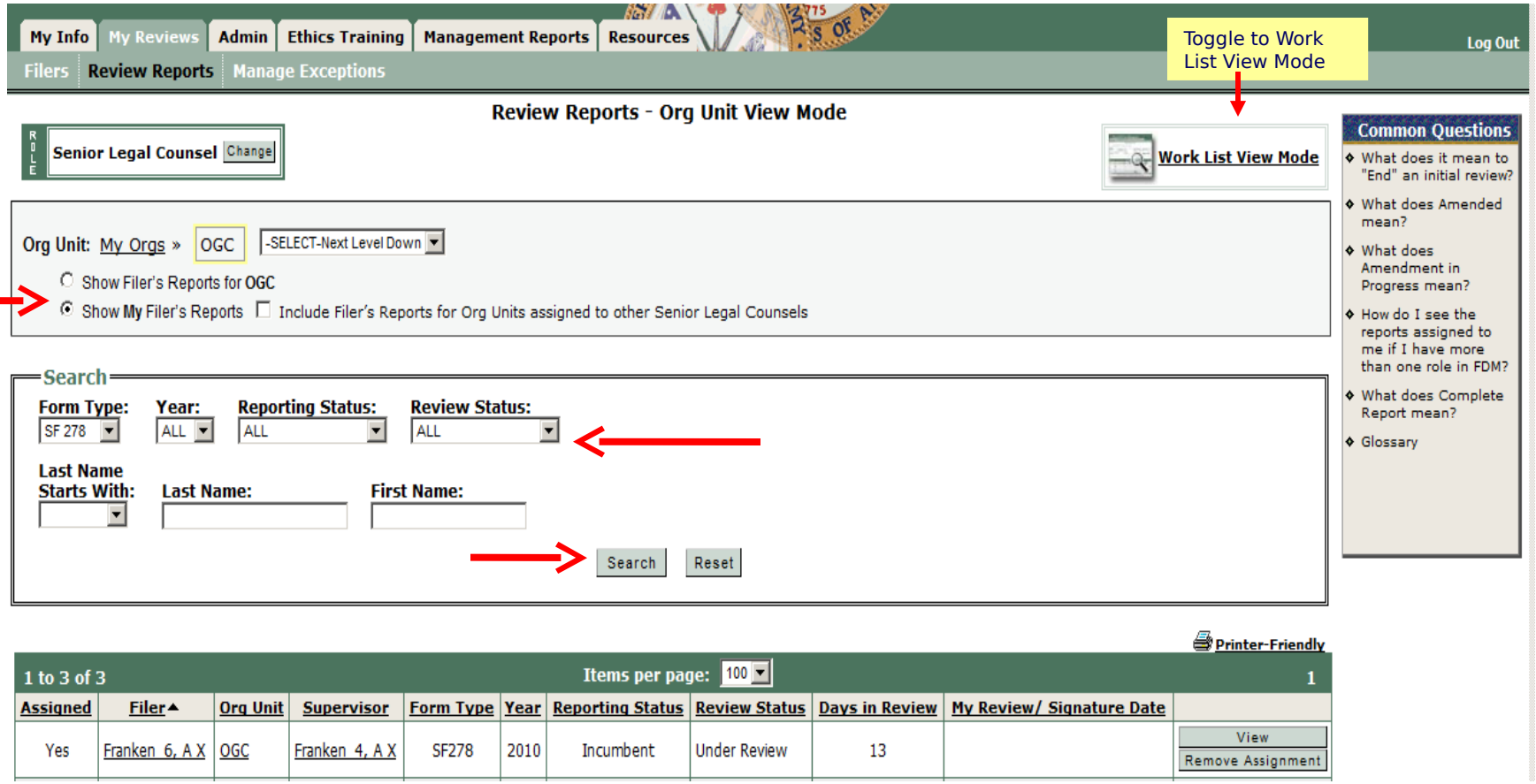
(less than 30 days since Filer eSigned)

- My Reviews | Review Reports – Worklist View



My Reviews | Review Reports
Org Unit View Mode

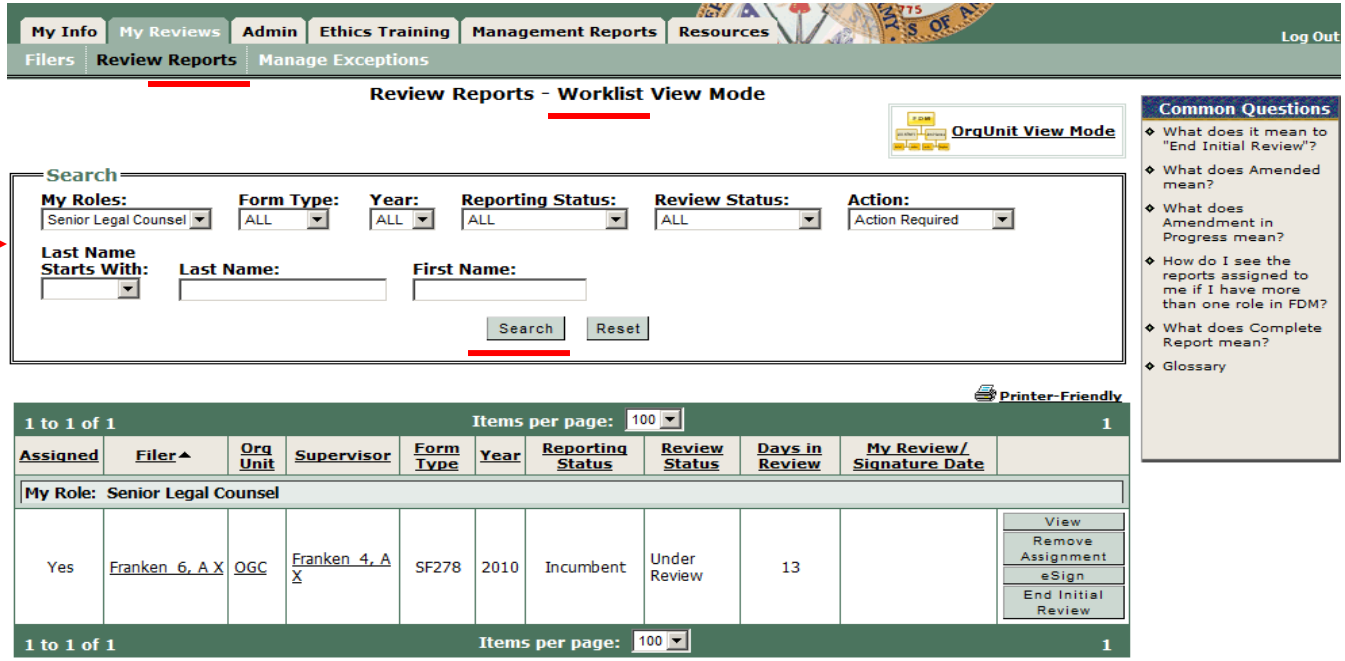
*(use after 1 June to see **all** 278s, even Assigned, Not Started; Draft)*



Review Reports

- Review Reports (**My Reviews | Review Reports – Worklist**)
  - eSign & Complete those ready
  - Screen & add an electronic “post-it” note (memory jogger), temporarily move not-quite-ready reports from Worklist to a *Watchlist* (**My Reviews | Manage Exceptions**)

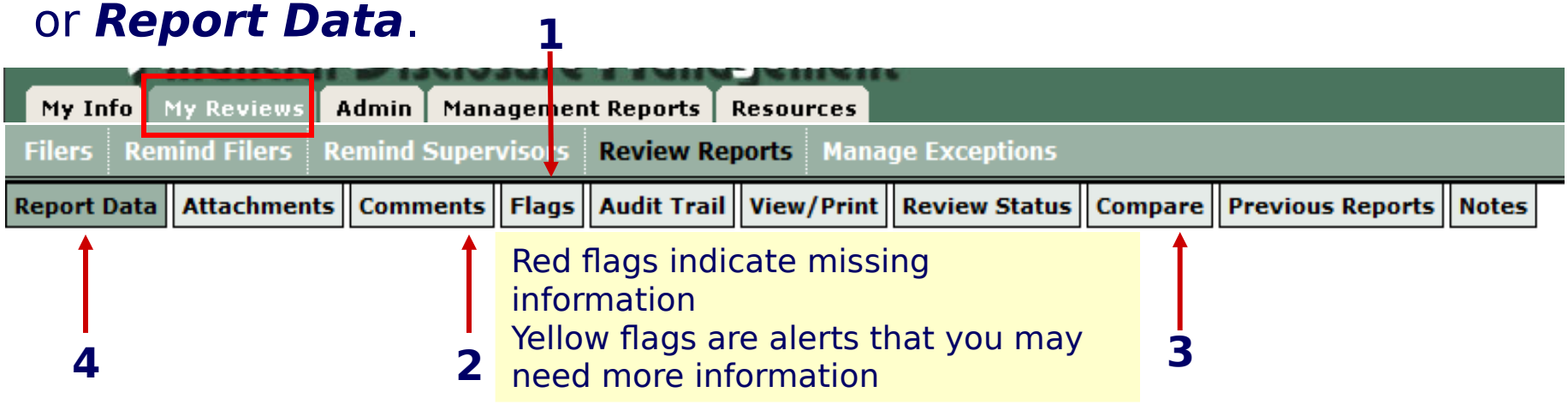
Set filters



- Also check the **My Reviews | Manage Exceptions** tab

Review Filer's 278 Report

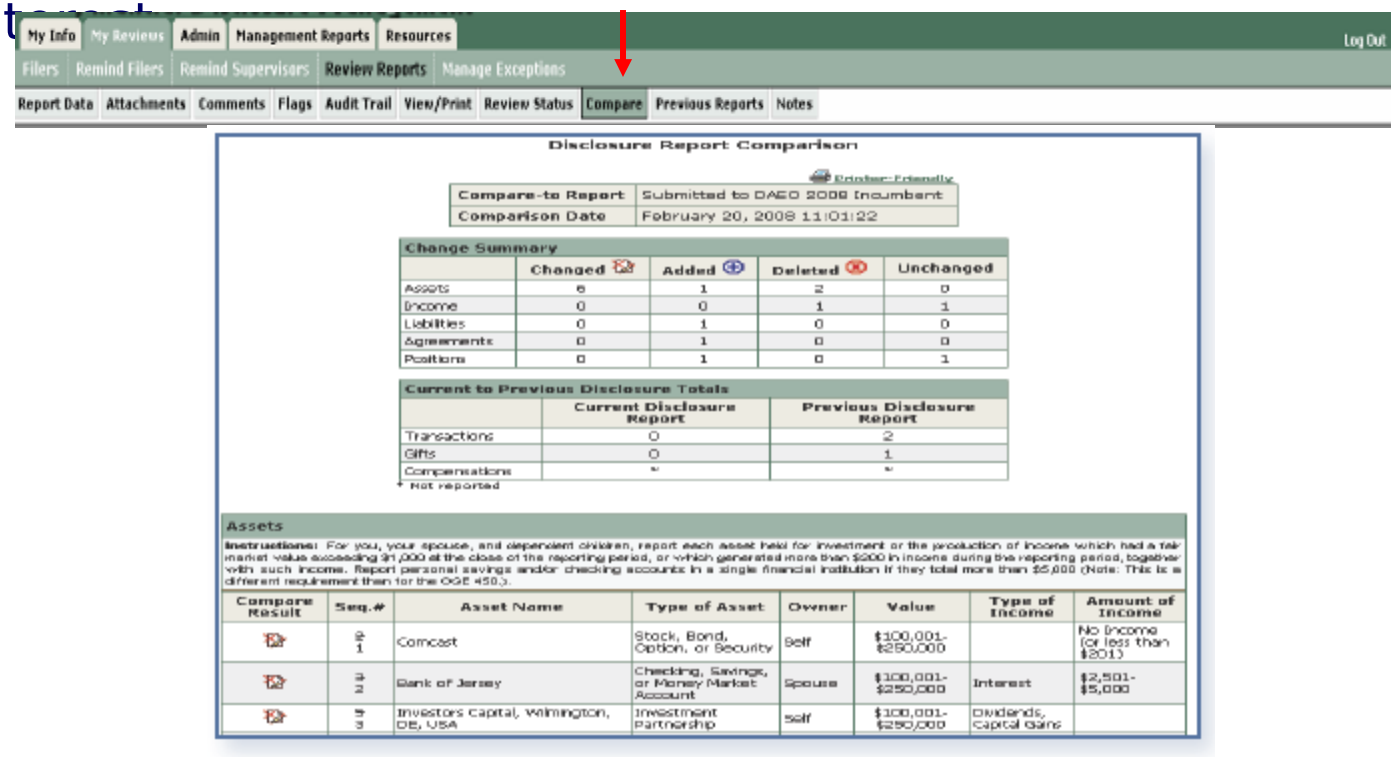
After picking a Filer's report to review, most SLCs (or SLC ECs or Assistants) first will select ***Flags*** and ***Comment*** Tabs to confirm there are no Flags or Comments needing attention/resolution then proceed to ***Compare*** when available or ***Report Data***.



- Watch the short video, *Reviewing an OGE 278*, https://www.fdm.army.mil/documents/FDM_REVIEWING_A_SF_278_FOR_WEBSITE_53/Reviewing_an_SF_278_TOC.html
  . The FDM Learning Center | Documentation includes a Quick Reference, *QRC Reviewing an SF 278*.
- Check the FDM 278 SOP on the FDM Resources page, https://www.fdm.army.mil/helpSupport/resources.htm, for a review checklist.

Review 278s - Compare

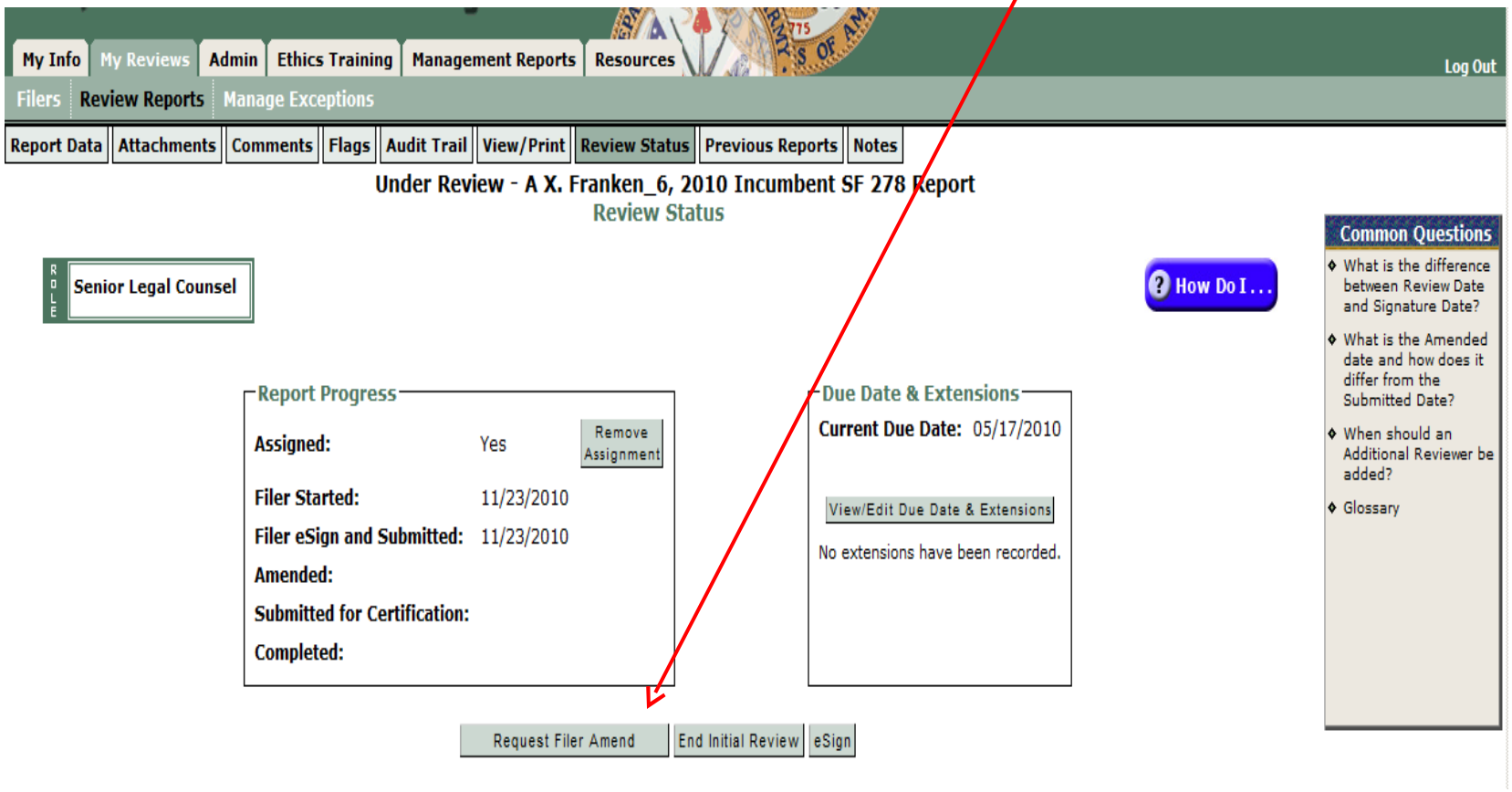
- Compare
  - Summary table, then scrollable page highlighting changes between Filer's reports section-by-section
  - Quick view of what changed to help you focus on Conflict of Int



Quick Reference, Reviewing a 278, https://www.fdm.army.mil/documents/QRC_Reviewing_a_278.pdf

Request Filer Amend

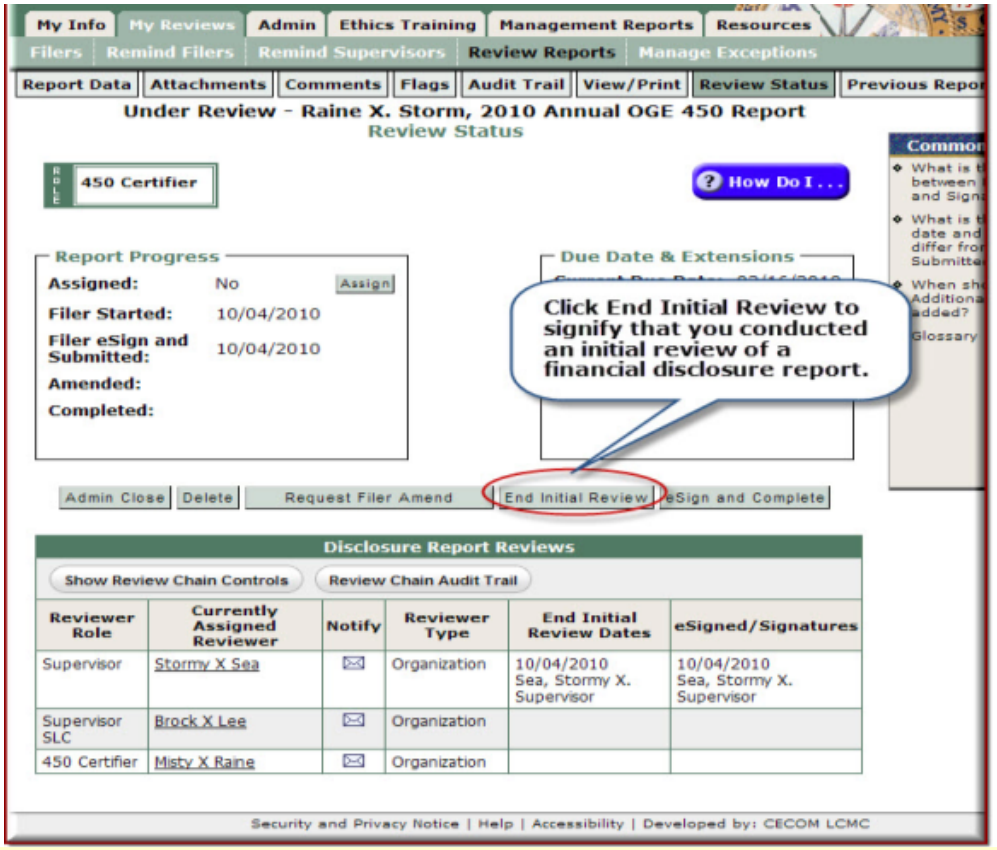
“Review Status” screen has “Request Filer Amend” action button.



End Initial Review

"Review Status" screen has "*End Initial Review*" action button (formerly "End Review")

- The End Initial Review feature helps Ethics Officials demonstrate compliance with OGE's 60-day report review rule.
- Not necessary to use when report is Complete within 60 days of Filer's eSign.



5 CFR § 2634.605 Review of reports, § 2634.605(b) Responsibilities of reviewing officials . . .
•Initial review within 60 days of receipt
•unless more information is required ethics officials will certify (complete) a report within 60 days of receipt.

Management Reports

- Disclosure
  - Registered Filers
  - Details
  - Filers with no reports
- Administration (Supervisors)
- Currently Overdue (OGE 450 only)
- SLC-220 Worksheet

Quick Reference:
https://www.fdm.army.mil/documents/QRC_FDM_Management_Reports.pdf

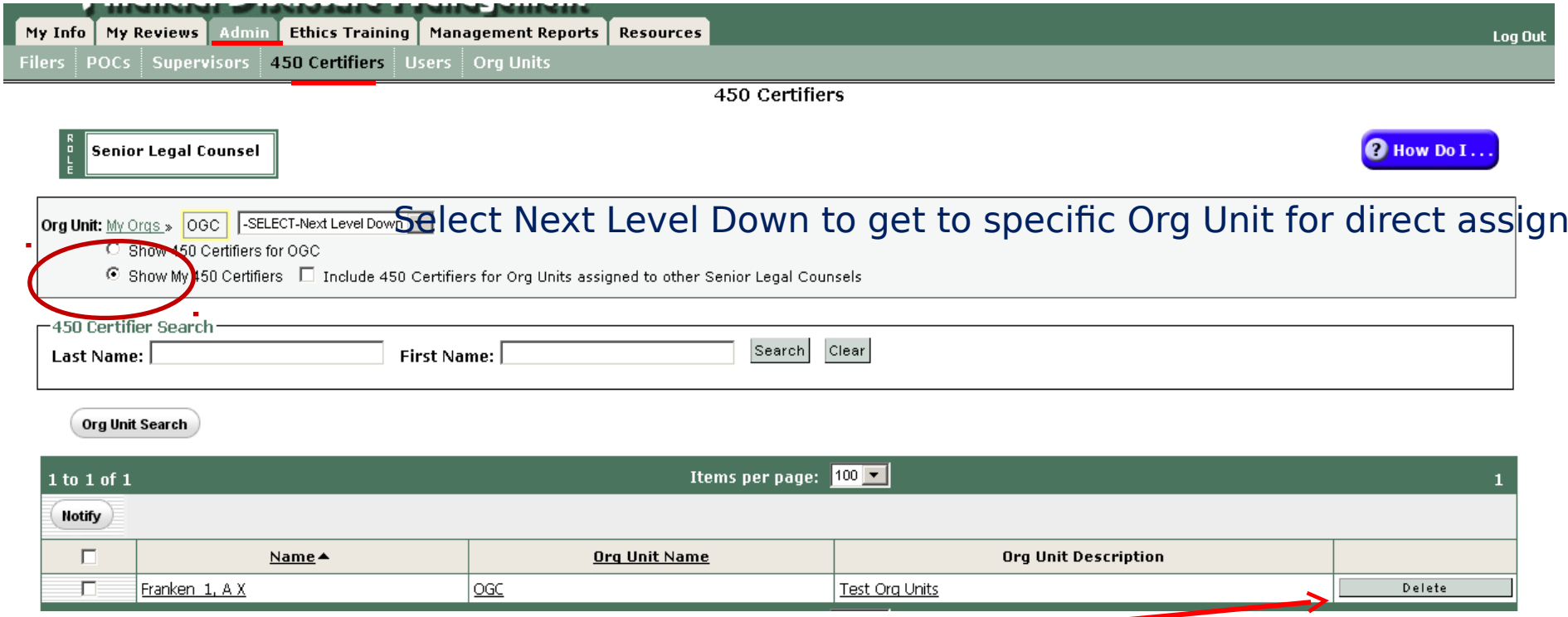
C Status Reports:
des: https://www.fdm.army.mil/PM_Reference_Docs/SLCStatus.ppt
rrated: https://www.fdm.army.mil/PM_Reference_Docs/SLCStatus/SLCStatus.html

Overseeing FDM 450

- Read the updated 450 Certifier Quick Start, https://www.fdm.army.mil/documents/450CertifierQuickStart.doc
- Scan the updated FDM 450 EC User Guide & Appendices: https://www.fdm.army.mil/documents/450ECUserGuide.doc
- Early in the year (Feb-Mar); later as necessary
  - Verify 450 Certifier assigned (**Admin | 450 Certifier** tab)
  - Assign 450 Certifier (as necessary)
- Monitor OGE 450 progress on the Management Reports tab, Disclosure Report Details; view the *SLC Status Reports*:
  - Slides: https://www.fdm.army.mil/PM_Reference_Docs/SLCStatus.ppt
  - Narrated: https://www.fdm.army.mil/PM_Reference_Docs/SLCStatus/SLCStatus.html
  - Management Reports Quick Reference: https://www.fdm.army.mil/documents/QRC_FDM_Management_Reports.pdf
- View the Using FDM 450 narrated presentation and slides:
  - https://www.fdm.army.mil/PM_Reference_Docs/450/UsingFDM450.html
  - https://www.fdm.army.mil/PM_Reference_Docs/UsingFDM450.ppt

Admin | 450 Certifiers

- Designate 450 Certifier who will certify/approve OGE 450s at your supported organizations (**Admin | 450 Certifiers** tab)



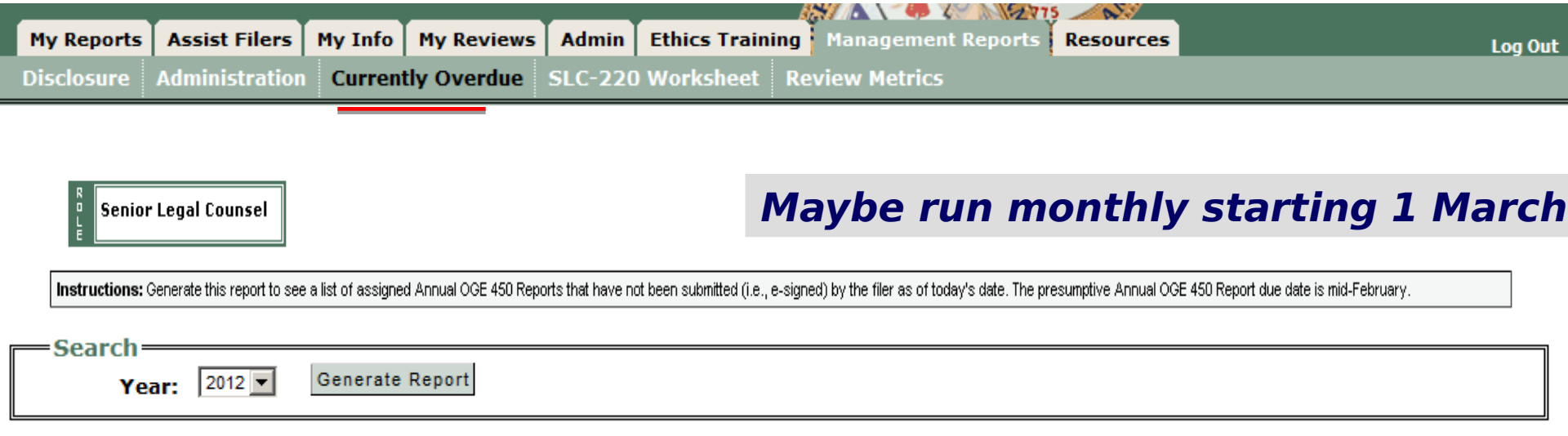
- Delete/Assign your 450 Certifiers
- 450 Certifiers may add their own “ECs to also review/complete OGE 450s (use the **My Info | My ECs** tab)

Key FDM 450 User Roles

- **450 Certifier** – local approving authority for OGE 450
  - 450 Certifier EC
  - 450 Assistant – often Ethics paralegal who "screens" reports; assists manage organization use
- **450 POC** – organization point of contact (POC) for managing organization's OGE 450 filers/supervisors in FDM; supports 450 Certifier
- **Supervisor** – Filer's Supervisor (Joint Ethics Regulation (JER) requires Supervisor review the financial disclosure)
  - **Supervisor's SLC** – Legal Advisor to a Supervisor of other FDM Filers
- **Filer** – files an OGE 450
  - **Filer Assistant** – optional; may draft Filer's report; cannot eSign for Filer; ~~cannot amend for Filer~~

- **SLC** – Senior Legal Counsel (e.g., General Counsel, Staff Judge Advocate) at Command, organization
  - **SLC EC** – Ethics Counselor (e.g., often an additional duty for a member of OSJA)
  - Appoints 450 Certifier for Org Unit
  - **Supervisor's SLC** – Legal Advisor to a Supervisor of other FDM Filers – Supervisor ***may*** cause FDM to notify Supervisor SLC about the OGE 450

Currently Overdue OGE 450s



Currently Overdue OGE 450 Annual Reports	Currently Overdue tab - The Currently Overdue report can be used by DDAEOS, Senior Legal Counsels and 450 Certifiers to view data about late annual reports for the current year. A report will display if it was assigned, has a Review Status of Not Started or draft, and the reporting due date already occurred.

Quick Reference:
https://www.fdm.army.mil/documents/QRC_FDM_Management_Reports.pdf

Ethics Training

- Legal official roles ***may*** notify Filers & ***may*** record Ethics Training for Filers
- Tabs:
  - Not Trained
  - Trained
  - Exceptions
- Use is ***optional***; info in FDM will be available for SLC statistical input to annual Agency report to OGE
- Print 2012 Training Record ***BEFORE*** 31 Dec 2012
  - Ethics Training | Trained
  - Ethics Training | Not Trained

How Do I . . .

Quick Reference:
https://www.fdm.army.mil/documents/QRC_Manage_Ethics_Training.pdf

Web Site – Home

https://www.fdm.army.mil

Narrated tour: https://www.fdm.army.mil/PM_Reference_Docs/GCFDMIntro/GCIntro.html

LOG IN
Financial Disclosure Management
Secure, professional OGE 278, OGE 450 reporting
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Registered Users
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NEED ACCESS ASSISTANCE?
Need to Register as a Filer or Supervisor? Contact your local legal advisor or your Agency POC
Information for...
New Users
Filers
Supervisors (DoD) & Report Reviewers
POCs/Administrators
Ethics Officials & Staff
DAEOs
Other Agencies interested in FDM
DoD only:
After Government Employment Advice Repository (AGEAR)
Employees . . .
Request an Opinion
Employee Request Tutorial
Ethics Officials (EOs) . . .
Ethics Officials (EO)
EO Tutorial
EO AGEAR FAQs
AGEAR EO Quick Start
Want more information?
Take a tour of the web site
Select your user role under "Information for. . . " area (left side) for more information.
Ask FDM
eMail FDM Help Desk
Notices:
Status: Available
FDM may be unavailable Sundays, 5:00 to 7:00 pm Central time due to recurring DISA maintenance
Reminders:
New Entrant reports due 30 days after appointment date
OGE 450s:
-- Annual OGE 450s are due 15 February 2012
-- FDM 450 Filer Quick Start
-- Contact your Ethics Counselor for assistance or if you need an extension.
OGE 278s:
-- Incumbent OGE 278s are due 15 May 2012
-- FDM 278 Filer Quick Start
-- Contact your Ethics Counselor for assistance or if you need an extension.
Do you need an extension?
Ethics officials may grant an extension for good cause. Contact your Ethics official to request an extension.
See more information on extensions
FAQs:
How do I print my report in FDM?
Will my computer work with FDM?
How do I access FDM?
How do I navigate FDM?
Need help opening PDF or DOC files?
How can I get pages to load faster?
More FAQs
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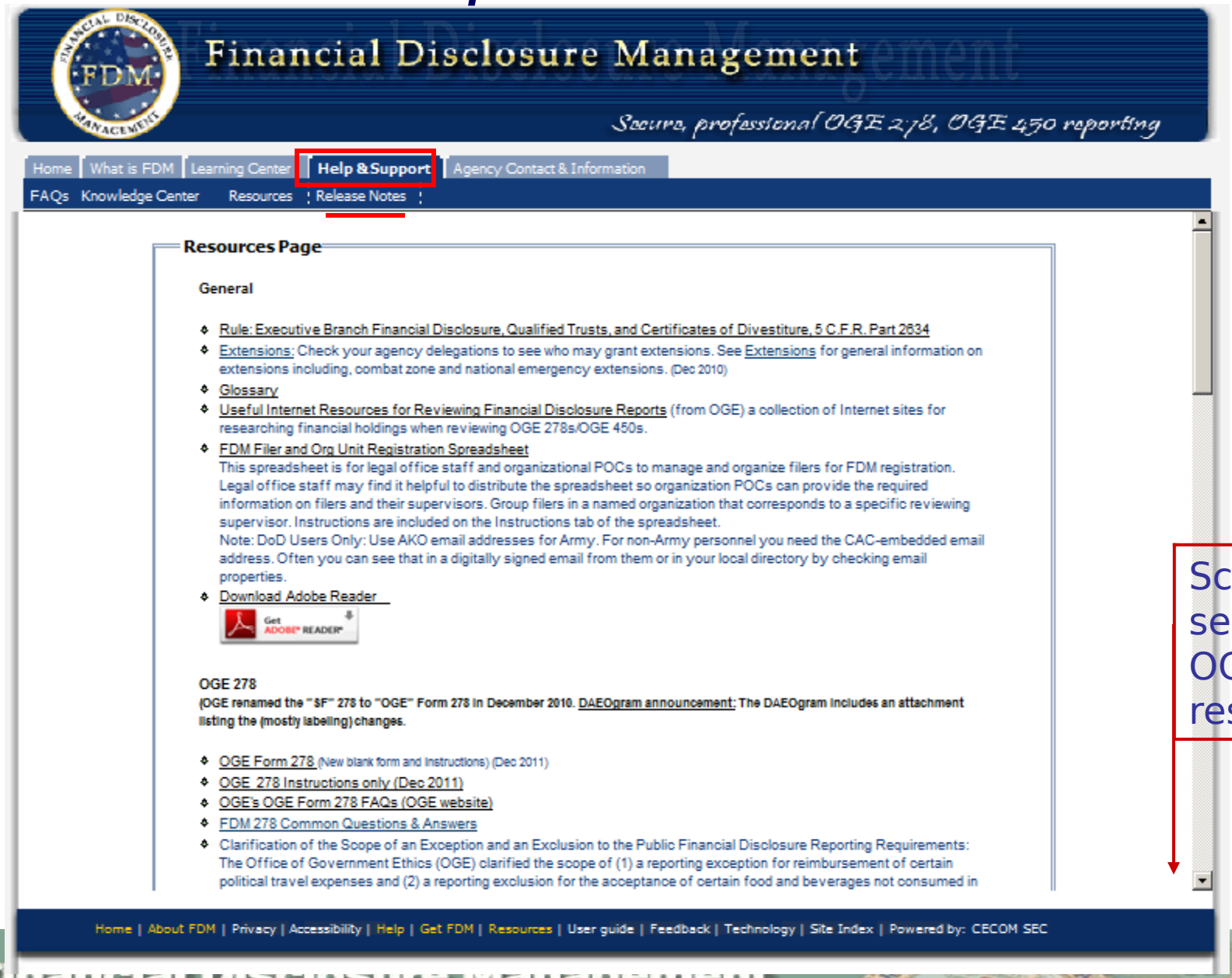
*Help – **Resources***


Financial Disclosure Management
Secure, professional OGE 278, OGE 450 reporting
Home
What is FDM
Learning Center
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Knowledge Center
Resources
Release Notes
Resources Page
General
Rule: Executive Branch Financial Disclosure, Qualified Trusts, and Certificates of Divestiture, 5 C.F.R. Part 2634
Extensions: Check your agency delegations to see who may grant extensions. See Extensions for general information on extensions including, combat zone and national emergency extensions. (Dec 2010)
Glossary
Useful Internet Resources for Reviewing Financial Disclosure Reports (from OGE) a collection of Internet sites for researching financial holdings when reviewing OGE 278s/OGE 450s.
FDM Filer and Org Unit Registration Spreadsheet
This spreadsheet is for legal office staff and organizational POCs to manage and organize filers for FDM registration. Legal office staff may find it helpful to distribute the spreadsheet so organization POCs can provide the required information on filers and their supervisors. Group filers in a named organization that corresponds to a specific reviewing supervisor. Instructions are included on the Instructions tab of the spreadsheet.
Note: DoD Users Only: Use AKO email addresses for Army. For non-Army personnel you need the CAC-embedded email address. Often you can see that in a digitally signed email from them or in your local directory by checking email properties.
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OGE 278
(OGE renamed the "SF" 278 to "OGE" Form 278 in December 2010. DAEOgram announcement: The DAEOgram includes an attachment listing the (mostly labeling) changes.
OGE Form 278 (New blank form and instructions) (Dec 2011)
OGE 278 Instructions only (Dec 2011)
OGE's OGE Form 278 FAQs (OGE website)
FDM 278 Common Questions & Answers
Clarification of the Scope of an Exception and an Exclusion to the Public Financial Disclosure Reporting Requirements: The Office of Government Ethics (OGE) clarified the scope of (1) a reporting exception for reimbursement of certain political travel expenses and (2) a reporting exclusion for the acceptance of certain food and beverages not consumed in
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Key Tasks - Summary

- Confirm you are SLC in FDM (login to FDM, **My Info | My Profile** tab shows your role(s))
- Add SLC Ethics Counselor (EC) (**My Info | My ECs** tab) to assist with OGE 278 review (Remove those who depart)
- Add SLC Assistant (**My Info | My Assistants** tab) to assist with input for annual Army report to OGE (Remove those who depart)
- Use Management Reports tab to see report status (e.g., Not Started, Draft, Under Review), take/direct action (as appropriate); move reports to “Complete” status
- Check your OGE 278 Filers (**Admin | Filer** tab, Show My Filers)
- Notify your 278 Filer(s) to eFile (mid-April) for Incumbent reports due 15 May
- Review as soon as possible
- Check the FDM Resources tab: https://www.fdm.army.mil/helpSupport/resources.htm for updated resources

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